

## SHIPPING/RECEIVING INSTRUCTIONS FOR MARMON/KEYSTONE

**BRANCH: BUTLER**  
**SHIPPING ADDRESS: 132 VALVOLINE DRIVE**  
**EAST BUTLER PA 16029**

**DATE - 03/06/2014**

### I - COMMON CARRIER SHIPMENTS OR VENDOR'S TRUCKS

- A. The following paperwork must accompany each shipment and is the responsibility of the supplier to transfer this paperwork to the driver who will submit it to the Marmon/Keystone Receiving Clerk upon arrival, 1- a Bill of Lading, 2 - Packing Lists for each item. Packing List must show the Purchase Order Number, the number of pieces , the length of pieces, the size, the grade, the number of bundles, and the total weight.
- B. Receiving Appointment - Receiving is "BY APPOINTMENT ONLY", Monday - Friday -- cut off of 2:00 pm
- C. Call 724-477-4233 between 8:00 a.m. and 3:00 p.m. eastern time to schedule an appointment. Load numbers will be issued for receiving appointments. The individual calling must have the Marmon Keystone purchase order and item numbers including size and bundle count for each item being shipped. Fax Number is 724-283-4502.
- Call at least 24 hours in advance to cancel or reschedule an appointment
- D. Bill of Lading must show the following:
1. Applicable purchase order number(s) for material shipped and number of bundles per purchase order number.
  2. All necessary instructions listed to facilitate proper shipment by the carrier
  3. Pieces, bundles, and weight must coincide with packing slips
- E. Original copy of Mill Test Reports are required with shipment and must be attached to the driver's papers.
- F. Ship Via:
1. Truckload shipments **MUST BE FLATBED** (M/K Express unless otherwise noted)
  2. **ABSOLUTELY NO VAN SHIPMENTS WILL BE ACCEPTED.** ( If open top or flatbed equipment is not available, contact the Traffic Manager at 724-477-4270 for assistance
- G. Packaging Requirements
1. Bundles **MUST NOT EXCEED** a bundle width of 24 inches.
  2. No less than 11 /4" wide steel strapping must be used for packaging and steel strapping **MUST NO EXCEED** a distance of more than one foot in from each end of the bundle, ( unless prior arrangements are made ).
    - a. Wired bundles **WILL NOT BE ACCEPTED** for any reason
    - b. Steel strapping **MUST NOT** come in contact with stainless, aluminum, nickel, pipe, and or tubing and chrome bar. Paper or cardboard must be placed under strapping.
    - c. Aluminum and chrome must be packaged with 4" of blocking under each bundle or box.
    - d. All material **MUST NOT EXCEED** a maximum bundle weight of 4,000 pounds for overhead crane unloading.

3. Only one size, grade and heat number per package.
  - a. All mill tags are to be bar-coded in the format as shown in the Marmon/Keystone Bar-Coding Requirements and affixed to both ends of each box or bundle.
  - b. All requirements are to be Imperial.
4. All material shipped in a box MUST NOT have the lid nailed down, strapped only.
5. Nickel Pipe / Tubing and Chrome Bar MUST BE packaged as to prevent dirt and water contamination. ALL CHROME BAR MUST BE TUBED AND COVERED WITH WATERPROOF PAPER.
  - a. Chrome bar bundles MUST NOT exceed 4,000 pounds,
6. Consigned material and 80-C purchase orders MUST BE packaged as per customer's requirements.
  - a. All packages MUST BE tagged at both ends with consigned customer's name, unless prior arrangements have been made.
  - b. All requirements listed in these instructions are minimum unless directed, otherwise per customer's requirements.

#### H. Loading Instructions

1. Flatbed only
2. All trucks must be loaded for overhead crane or sideloader
3. All trucks MUST BE row stripped and bundle blocked with a 4 inch minimum thickness of preferably hardwood ( unless prior arrangements have been made ). Under no circumstance can material be loaded directly on the trailer floor. The trailer floor MUST BE stripped with a minimum of 4 inch by 4 inch stripping.
4. Load MUST HAVE stakes in the pockets in sufficient quantities to stabilize the load.
5. The ends of the stripped rows MUST HAVE blocks mailed to the outside end of the strips.
6. Material MUST BE KEPT A MINIMUM OF 4 INCHES AWAY FROM THE BULKHEAD and not be butted against the bulkhead of the trailer.
7. Light wall material MUST BE loaded on top of the load and blocked to avoid damage.

#### I. Tarping of Material

1. All materials regardless of product type MUST BE COMPLETELY TARPED AT ALL TIMES. A complete tarp job equates to NO EXPOSED METAL. Visual inspection is required of all trailers for tarping compliance prior to departure from the shipper's facility. Any loads received untarped WILL BE REJECTED upon arrival at our facility.

\*\* See Trailer Illustration on Pages 3&4\*\*

## II - WILL CALL SHIPMENTS

- A. Applicable instructions from Section 1 applies to Section 2.
- B. 42,000 pounds maximum on all will call (Import) shipments.
- C. Contact Receiving Department at (724) 477-4240, when ready for pickup. The following information will be requested when call is made, purchase order number, item number, sizes, bundle count of each size, and the total weight of all items being shipped.
- D. If material is not picked up within seven (7) days of notification, the Supplier Sales Department should contact Marmon Keystone's Purchasing Department.
- E. One copy of original mill test reports required with shipment and MUST BE attached to Driver's paperwork.

In the event the above requirements are not met, Marmon/Keystone Corporation reserves the right to reject the material. All expenses associated with reshipment or interim storage will be the responsibility of the shipper.